

DD/A Registry

File Bldg + Rm 9

15 DEC 1976

MEMORANDUM FOR: Deputy Director for Administration
Deputy Director for Intelligence
Deputy Director for Operations
Deputy Director for Science and Technology
Executive Secretary

THROUGH : Comptroller

SUBJECT : Space Management Task Force

REFERENCE : DDA Memorandum for the DDCI, dtd. 12 Nov 76,
Subject: Space Assignment Policy for Agency
Facilities in the Washington Metropolitan Area
(copy attached)

STATINTL

1. The referent from Jack Blake recommended an executive policy for Agency space allocation in the Washington area which would be adopted by the Executive Advisory Group along with seven factors or criteria to be weighted in order of priority and considered in any reallocation of space. This proposal also called for a Task Force of senior staff officers, with the undersigned as Chairman, to apply the space policy criteria and develop specific recommendations to solve current space problems. [REDACTED] also from the Comptroller's Office, will serve as my alternate.

2. Having approved both the policy and the approach recommended by the DDA, Mr. Knoche is now extremely anxious to get this task immediately underway with the expectation of results and recommendations to be ready for EAG consideration at the earliest possible date.

3. In our discussions with Mr. Blake concerning inter-directorate participation in this Task Force, several names were mentioned as being particularly well qualified for this difficult task:

DDA
DDI
DDO
DDS&T
DCI Area

STATINTL

With the approval, of course, of the Deputy Directors, I would like to form this Task Force insofar as is possible around this group of individuals.

STATINTL

In addition, each directorate will want to name an appropriate alternate with similar qualifications, to serve in the absence of the member so that this activity can move ahead without delay. In short, therefore, we will need a principal and an alternate to act on behalf of the respective directorates.

4. The support and cooperation of the Office of Logistics is also critical to this effort. They have already done a great deal of work from which we can benefit. Jim McDonald has agreed to provide the Task Force with the services of [REDACTED] and others from his staff as necessary to assist our effort. To bring our group up to date with the extensive work already done by the Office of Logistics, Jim has agreed to provide our Task Force with the same briefing on space allocation which was presented to the EAG at earlier sessions.

STATINTL

5. The time and place for the first meeting of this Task Force are set for Friday morning, 17 December, in Room 4E05 at 1000 hours, at which time the Logistics briefing will be presented and an order of march on this task will be discussed. Please arrange for both your designated representative and alternate to attend this initial meeting.

STATINTL

[REDACTED]
Assistant Comptroller, Resources

Attachment:
As Stated

Headquarters Space Assignment Policy Statement

General allocation of space within Agency facilities in the Washington area will be made in a manner prescribed by the DDCI. "General allocation" is defined as determination by which functional components, regardless of directorate affiliation, should be collocated in single facilities with specific emphasis on occupancy of the main Headquarters Building in Langley. Factors relative to each functional component collocation shall include, in order of priority:

- (1) Necessity for ready access to the DCI and DDCI; *Immediate vs Scheduled*
- (2) A function related to crisis reporting and/or management;
- (3) A function related to production and dissemination of current, executive interest intelligence;
- (4) Either furnishing of or reliance upon a major service or system necessary to the majority of building occupants;
- (5) Functional interface with other building occupants;
- (6) Special physical or personnel security considerations; and
- (7) Cost effectiveness to include organizational integrity and special facilities requirements (special structural or utilities requirements either of common need or representing major investment costs).

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED		CONFIDENTIAL	SECRET
OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1	Mr. Blake		
2	Mr. Malanick <i>ABE</i>	13 DEC 1976	<i>[Signature]</i>
3	[REDACTED]		<i>Ge [Signature]</i>
4			
5	[REDACTED]	12/16	<i>B.</i>
6	<i>EO</i>		
ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FIVE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE
Remarks: I have a copy to be handed to Mr. McDonald first thing morning of 16 Dec. Del <i>yes. B.</i> <i>Can you attend with me tomorrow at 1000.</i>			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE

STATINTL

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